



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Community Health Aid Program (CHA/P) Manager

OPEN: April 4, 2022

EXEMPT: Yes

SALARY: \$30.00-\$33.18 Per Grant

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

Grant Ends 09/29/2023

CLOSES: April 11, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: Lummi Family Services

SUPERVISOR: LFS Director

VACANCIES: 1

JOB SUMMARY: The CHA/P Manager will be responsible for grants administration, compliance within grant and contract review and management. The CHA/P Manager will support the development team, collaborate with the program team, analyze contracts, track expenditures, and submit regular invoices and reports. The CHA/P manager will use their knowledge of funding institutions (City, State & County), along with a variety of private foundations, to support nuanced and attractive funding proposals while giving adequate attention to compliance matters. The CHA/P Program Manager supports the LFS Director to progressively help work toward achieving the CHA/P Program grant project work plan and goals. The CHA/Program Manager will work closely with the LFS Director and other appropriate Directors/Managers including NWIC representatives to ensure that all aspects of the CHA/P are efficiently and properly carried out. The CHA/Program Manager will have the opportunity to learn and share their unique capacity with the development team.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Manage administration of the grant cycle from application to closing, coordinating efforts across teams to support grant compliance across all levels.
2. Ensure grants or contracts are well administered and that all stakeholders are informed of relevant funder compliance regulations to support on-track, on-time, and on-budget implementation.
3. Review and refresh internal processes for grants management as needed.
4. Ensure quality information management related to reporting by overseeing the regular maintenance of grant files, data entry, reporting calendars, and updating internal documentation and grant management functions.
5. Ensure compliance with approved program/project budgets and spending policies, and initiate improved policies and systems regarding spending guidelines, cost allocation, and annual planning.
6. Collaborate with program staff for revisions, modifications, and budget realignments, approving these and presenting to funders if necessary.

7. Work closely with program staff to ensure annual program budgets fully incorporate funding from restricted funding sources.
8. Host bi-monthly management team meetings
9. Conduct ongoing capacity strengthening of staff in report writing, editing, and critical analysis.
10. Provides LFS program staff with orientation and training scheduled for year one goals of how to provide timely response and advocacy for targeted service population.
11. Develops and maintains a detailed project schedule which includes administrative tasks and milestones.
12. Responsible to track CHAP Program development changes and produce updates verbally and written as needed.
13. Responsible to work with the CHA/P Training Coordinator to develop a MOA with LIBC/LFS & NWIC to develop the CHAP program training curriculum and education plan.
14. Conduct day-to-day operational management of all activity, including staff orientation, training to CHA/P policy and procedures or advocacy protocols.
15. Create and/or maintain a filing system for all CHAP program documents (hard and soft copy records)
16. Facilitate purchase orders, invoices, travel/training arrangements and coordinate meetings

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Experience in of involvement in tribal leadership & government is preferred.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Outstanding organization and project management skills. Competencies include, prioritization, delegation, giving and receiving feedback, and embodying the organizations values and commitment to equity.
- Excellent written and verbal communication skills
- Must have college level reading, writing and math comprehension skills including ability to communicate before small/large groups and to the general public
- Experience with public and private funding in a non-profit or funder setting
- Strong interpersonal skills. Must have a track record of developing and maintaining strong working relationships among diverse groups of stakeholders.
- Proven ability to work successfully in a dynamic, collaborative, team-oriented organization
- Highly motivated, resourceful, and flexible.
- Ability to maintain high level of confidentiality and protect sensitive information
- Working knowledge of Microsoft Windows (Word, Excel, Access, Power Point and Desktop Publisher)
- Ability to travel local and out of state to deliver and obtain periodic support during non-routine office hours upon request of supervisor

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.